



South Carolina Department of Employment & Workforce  
Unemployment Insurance Tax Division

SPECIFICATIONS FOR  
QUARTERLY EMPLOYER  
SCAN LINES AND BAR CODES

We prefer that employers use the forms provided by this Agency, however, the SCDEW will accept a facsimile of the Employer Quarterly Contribution and Wage Report (Form UCE-101/120) produced to our exact specifications. *Note: Instead of recreating our form, employers/tax preparers may prefer to file on-line.* Form UCE-101 must be correctly sized (4 ¼ inches by 8 ½ inches) or printed on perforated paper.

The Employer Contribution Report, Form UCE-101 (bottom portion of Form UCE-120), must be an **exact** facsimile of our form. If you are unable to produce an exact facsimile, the information is to be transferred to our pre-printed form.

The print color for the hand constraint area of Form UCE-101 is Pantone 444 U at 10% density. Print for the remainder of Form UCE-101 is Pantone 444 U at 100% density. The width of the vertical lines between the hand constraint boxes is 20 thousandths of an inch and the width of the vertical line between the dollars and cents' boxes is 30 thousandths of an inch.

If the data in the hand constraint area is typed, it is preferred that the print be right justified. The hand constraint boxes will not be necessary if the data is typed. Please note that items 2 - 5 are underlined; items 6 and 7 must not be underlined. Commas and dollar signs should not be printed in the data fields. If there are any questions regarding the above, please contact:

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(803) 737-2310  
email: [wmanos@dew.sc.gov](mailto:wmanos@dew.sc.gov)

**FORM UCE-101**  
**QUARTERLY CONTRIBUTION REPORT**  
**SCANLINE SPECIFICATIONS**

The scan line for the Contribution Report, Form UCE-101 must be printed in OCR-A fonts at the bottom beginning at 1.8" from the left edge of the form, with the top of the scan line 0.5" from the bottom edge of the form.

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|-------------------------|--|
| 1. DOCUMENT CODE        | Value will always = "3"  |
| 2. 1 Space              |  |
| 3. SCDEW ACCOUNT NUMBER | Seven digits (Account Number 0123456)  |
| 4. 1 Space              |  |
| 5. ACCOUNT CHECK DIGIT  | One digit, computed using the MOD-10, sum of products of each digit times geometrically increasing powers of 2 (i.e., 2,4,8,16,32, 64, then 2, 4, 8, 16, 32, 64, etc.) |
| 6. 1 Space              |  |
| 7. QUARTER              | Five digits. YYYYQ (3/31/2008 = "20081", 6/30/2008 = "20082", 9/30/2008 = "20083", 12/31/2007 = "20074")   |
| 8. 1 Space              |  |
| 9. GRAND CHECK DIGIT    | One digit, calculated for the entire scan line using the same computational scheme as Item #5  |

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**FORM UCE-120**  
**QUARTERLY WAGE REPORT**  
**BARCODE SPECIFICATIONS**

The barcode must be 3 of 9 and printed in the space below 'Employer Name' on the Wage Report (UCE-120). The upper left corner of the bar code is located 1.56" from the top edge of the form and 0.4" from the left edge of the form. The width of the narrow bar should be 0.0118" and the height of the barcode should be 0.31".

The barcode consist of "\*" + 7-digit account number + YYYYQ + 120 "\*".

**Example:**

 Account Number:	0123456
 Quarter Date:	20083
 Barcode:	*012345620083120*

The barcode should be printed **only** on the first page of the UCE-120; if the Wage Report contains more than one page, **do not** print the barcode on any continuation sheets.